# **BEFORE YOU START**

#### **Fees and Time**

Applications are reviewed every other Friday and must be received no later than one week in advance of the review date.

No fee payment is required with the Application Submittal. If the application is approved, a fee for the permit must be paid prior to the permit issuance.

Other fees may apply.

The Applicant should allow up to five business days for a response once the accepted application is reviewed. If the application is not approved, there are no fees. If approved or appealed, other fees will apply (see back of application).

# **ENCROACHMENT PERMIT REVIEW PROCESS**

#### **Request for Permit**

To request an Encroachment Permit a completed application must be submitted to the Bureau of Transportation

#### **Application**

Encroachment Permit applications can be found at www.portlandonline.com/ transportation/encroachments

#### **Submittal**

Mail complete applications to

City of Portland -Transportation 1900 SW 4<sup>th</sup> Ave, Suite 5000 Portland OR 97201

or hand deliver applications to 5<sup>th</sup> floor reception at the above address.

## **PBOT - Processing**

Once the application is received by Transportation, it is reviewed for completeness and acceptance. If the encroachment does not meet the allowed standards and is denied, the applicant may appeal the denial. See "Appeal Process" below.

#### **Incomplete Applications**

Incomplete applications are returned to the Applicant. Sufficient information must be provided to understand the encroachment and it's location.

#### Completed Applications

Completed application are forwarded to the appropriate Transportation staff for review and determination of approval.

#### Approved Applications

The applicant is informed of the application approval and of any additional information that may be required to complete the permit. A non-refundable permit fee of \$481 must now be paid to continue the process.

## **Approved with Conditions**

Some encroachment request may be approved with conditions. There are three possible outcomes: Approved, Approved with Conditions, Denied.

# Other Information may be Required

Complex permits may require engineering calculations, designs, geological reports, inspections, structural reviews by the city staff, etc. Additional fees may occur.

# **Approved Applications**

Once the application is approved and the applicable fees are paid, the permit is written and is routed to the applicant for signature and notarization, the application is returned to City staff for processing

## **Denied Applications**

The applicant is informed of the application denial. If the application is denied, the encroachment is not allowed. Denied applications can be appealed to the "Encroachment Appeal Committee (EAC).

# **APPEAL PROCESS**

# **Encroachment Appeal**

Applicants may appeal denied applications. A non-refundable appeal fee of \$200 must be paid to start the process.

### No Additional Application Required

The same application will be used by the Encroachment Appeal Committee for review at their next meeting. The appeal request and payment must be received no less than one week prior to the appeal meeting.

#### Approved/Denied Appeals

City staff will contact the applicant following the appeal hearing with the result and next steps.